**Access**

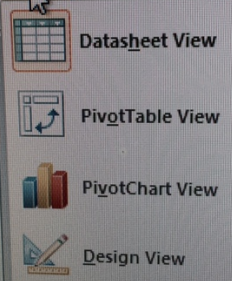
**Datasheet View:**

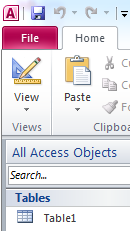
Enter data into fields

**DESIGN VIEW:** enter the field names, their data type

(for example, text, number, date/time, etc.)

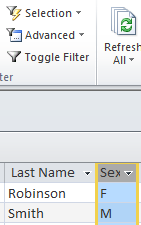
**Types of View:**



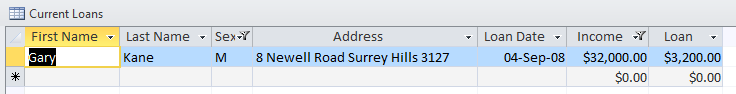


**Ch 2: Sorting, Filtering Data:**

1. Select the field heading and choose type of sort, eg. ascending, numerical, etc
2. Sorting more than one column; carry out sorts in reverse order; eg. first name first then last name
3. Filtering information; separating or count specific pieces of information, filter by selection, (one piece of information); select a field and filter; select a word in a record and choose selection
4. Multiple selection searches; or filter by form, (multiple selection searches)



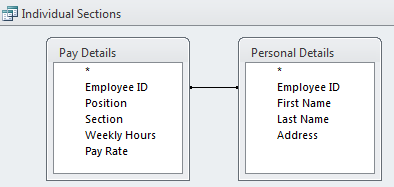
Filter: Sex is “M” and Income >30,000



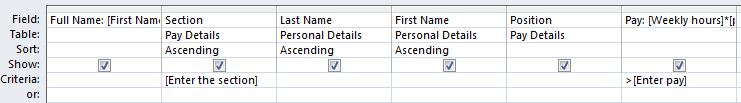
1. Omitting records: Select data and in field: “Does not equal …..”
2. Using the wildcard; The asterisk (\*) is the wildcard character. It instructs the program to include all possible characters; select find, ba\*
3. Use the ? to search for a single character; s?n

**Ch 3: Queries**

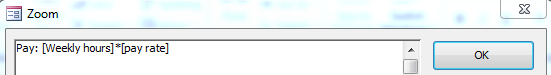
1. Use Create tab to create a query
2. Select the tables to be used by the Query
3. Link the tables using Primary Key field

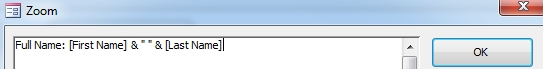


1. Build the query by selecting the fields

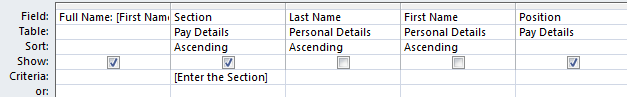


1. Select View Icon and Design tab to view query
2. Adding a Calculation Field: Pay Weekly Hours; Use Shift – F2 to view details in Pay Field; Note square brackets

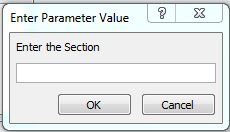


1. Sorting Total Pay; Note queries execute sorts from the left of the grid; if want to sort Total Pay then the last name need to drag Last Name field from the table to right hand side of Total Pay but turn off the show box.
2. Combining text fields: eg, First name & last Name; Insert a field, and in the field name: (shift & F2: 
3. Interactive Queries; rather than going to Design View all the time, set interactive dialogue boxes where conditions are entered before the query is run.

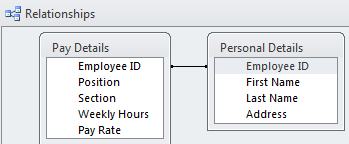
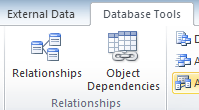
Eg in Section field, in criteria enter: [enter the section]



1. Run the query and you’ll be asked for a parameter value: eg. office



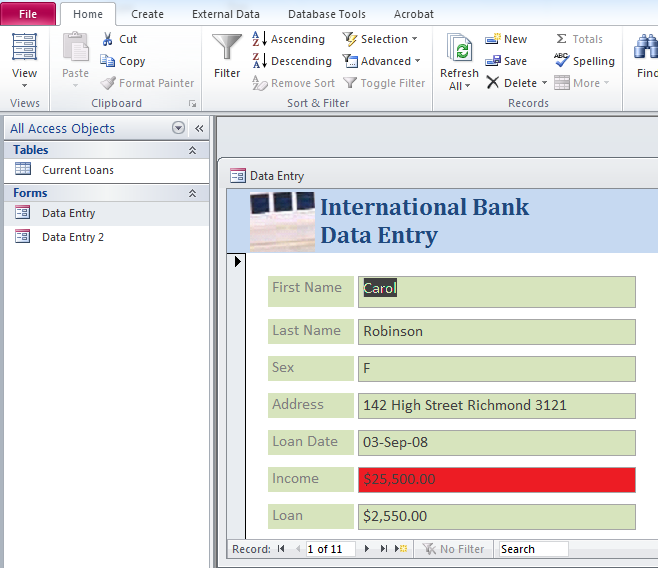
1. Creating relationships between tables:



**Ch 4: Forms**

1 Create tab and create Form

2 2 Views: Layout View, to see data and make changes to form; Form View, to view Form when complete; as below:



3 Adding logo’s

4 Tabular Forms